

USING INTERACTIVE VIDEO FOR COMMISSION MEETINGS

Features to know:

- Someone should be at each site at the start of the meeting to explain the setup
- Video feed is voice activated- screens will show the site where an individual is speaking
- If someone wants to interject a comment, s/he needs to be assertive and start by stating their name and location
- All sites see the same video feed which defaults to the host site
- There may be a delay when the video switches from each site
- Documents can be linked into the system- best in landscape format

Meeting Procedures:

The Chair will engage all sites by directly referring to each site and giving participants the opportunity to respond thus activating the camera at their site. This will happen after each section or agenda item.

"At this point, let me stop for questions or comments. *City/site name*, please say a few words so we can see you. Do you have any questions regarding _____?"

Participants can then respond by first stating their name and then their question or comment.

To interject during the meeting when the video is on a different site, participants should start with their name and location.

"This is _____ from _____, and I'd like say _____."

The Chair will also invite the public to comment after agenda items.

"Is there anyone with the public at *city/site name* who would like to comment?"

Participants can then respond by first stating their name and then their comment or question.

Making motions, voting, etc.

Participants should state their name before making a motion or voting so there is no confusion of who is speaking when the video is not at the current speaker's site.

"This is _____, I move to amend the motion by..."

"This is _____, I vote yes!"

Technical Difficulties:

Please contact the METNET/SummitNet hotline 406-444-9588